



ACL Auditor

Tennessee Department of Treasury

To apply, submit your resume to: Treasury.Resumes@tn.gov

The Tennessee Department of Treasury impacts the lives of Tennesseans every day. Treasury is responsible for many of the financial operations of state government, including managing more than \$60 billion in assets through its various investment programs. We administer the State's Retirement Program, *RetireReadyTN*, which combines the state pension plan, Tennessee Consolidated Retirement System, and the State's Deferred Compensation plan. Treasury serves all Tennesseans by helping to educate and empower them to make smart financial choices, and by providing public-serving programs in the areas of college savings, financial literacy, unclaimed property, criminal injuries compensation, and more.

Job Overview:

This position is responsible for assisting Internal Audit management with planning and performing data analytics and audits on activities of the Treasury Department.

Key Responsibilities:

- Perform control assessments by functional area and/or process evaluating internal control systems and performing audit procedures on divisions, process, controls, and records.
- Prepare documentation and testwork to support audits performed.
- Assist in the implementation of new or revised internal audit procedures, methods, and procedures.
- Perform data analysis using ACL (or current data analysis software solution) to support continuous auditing and monitoring projects.
- Summarize data analytic results for inclusion in internal audit reports according to Internal Audit division standards including findings, analyses, conclusions and recommended actions for management follow up and resolution.
- Oversee and support audit staff during planning and performing of internal audits with data analysis for purposes of continuous audits & monitoring.
- Train and support Internal Audit staff, as needed, on current data analysis software solution including providing support for division projects.
- Develop and maintain data analysis models and scripts for each audit area which includes continually evaluating their effectiveness for current and future projects.
- Assist Internal Audit management with state audits requests to perform data analysis supporting state audit testwork.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.

- Conduct special data analysis projects as requested by the Audit Committee, Management or the Internal Audit Director to review planned changes in operations, procedures, etc. in order to ensure effective risk management and adequate internal controls.

Qualifications:

- Graduation from an accredited four-year college or university with a major in accounting, auditing, finance, or computer sciences is preferred. Other relevant college degrees considered.
- 5 or more years of audit or related experience required.
- Documented work experience using ACL (or current data software solution) to complete projects involving data analysis and auditing is required.
- ACL Certified Data Analyst (ACDA) and Certified Public Accountant (CPA) required or agree to obtain within a reasonable time of hire. Certified Internal Auditor (CIA) or Certified Fraud Examiner (CFE) preferred.

The State of Tennessee is an Equal Opportunity Employer.

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